

**Institutional Policy Requirements**

<b>Admissions Requirements</b>

<b>SAP Policy Requirements</b>		
<b>Program Name</b>	<b>Actual or Scheduled?</b>	<b>Evaluations Periods</b>

<b>Graduation Requirements</b>



**Current Student Grid Additional Notes**



**Graduate Grid Additional Notes**



**Withdrawn Student Grid Additional Notes**

### File Review Grid Checklist

Please discuss any questionable items with the NACCAS Team and make a note of any inconsistencies.

<b>CURRENT STUDENT GRID</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>IF NO, EXPLAIN BELOW</b>
1. Were 15% (or at least 4 in cases of small enrollment) of the files of the total current students enrolled selected for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the Date the Contract was Signed before or on the same day as the Class Start Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was each student's SAP evaluations completed at the periods indicated by the institution's SAP Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate "Yes", as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Were the enrollment agreements fully executed (per definition in NACCAS Glossary of Terms)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Were any of the current students on a Leave of Absence? If yes, were their contracts amended to reflect the LOA period? Include the beginning and ending dates of the LOA as notes on the Current Student Additional Notes page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>GRADUATE GRID</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>IF NO, EXPLAIN BELOW</b>
1. Were 10% (or at least 2 in cases of small enrollment) of the files of the graduates selected for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the Date the Contract was Signed before or on the same day as the Class Start Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was each student's SAP evaluation(s) completed at the periods indicated by the institution's SAP Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate "Yes", as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Were all the graduation requirements met by each student who graduated or was otherwise awarded a certificate of completion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



9. Were any additional graduation requirements identified in the box on Page 1 (i.e., completion of all state required practical Applications, etc.). Was this listed by checking a box to indicate “Yes”, as applicable?

**WITHDRAWN STUDENT GRID**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>IF NO, EXPLAIN BELOW</b>
1. Were 10% (or at least 2 in cases of small enrollment) of files of the total withdrawn students selected for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the Date the Contract was Signed before or on the same day as the Class Start Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was each student’s SAP evaluations completed at the periods indicated by the institution’s SAP Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate “Yes”, as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the Withdrawal Determination Date no more than 30 days (or less than 30 days based on the school’s policy) after the Last Day of Attendance (LDA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the Refund Date no more than 45 days (or less than 45 days based on the school’s Policy) after the Withdrawal Determination Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Were any of the withdrawn students on a Leave of Absence? If yes, please include the beginning and ending dates of the LOA in the Withdrawn student grid sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	